



OCEAN VIEW SCHOOL DISTRICT



# PERSONNEL COMMISSION AGENDA

Thursday, August 13, 2020

**REGULAR MEETING**  
4:30 p.m.  
**VIRTUAL MEETING**

*Classified Employees*  
in PARTNERSHIP with EDUCATION  
Personnel Commission  
1966 – 2020

**PERSONNEL COMMISSION:**

Lance Bidnick, Chair  
Dan Gooch, Vice-Chair  
Bob Ewing, Member

**A G E N D A**  
**PERSONNEL COMMISSION**  
**OCEAN VIEW**  
**SCHOOL DISTRICT**

**THURSDAY, AUGUST 13, 2020**  
**REGULAR MEETING**  
**4:30 p.m.**  
**VIRTUAL MEETING**

In response to the Governor's Order regarding COVID-19, the Ocean View School District's Personnel Commission meeting will be held virtually. You can join the meeting by clicking on the URL below:

Join Zoom Meeting  
[www.ovsd.org/pcmeeting](http://www.ovsd.org/pcmeeting)

*Public comments must be emailed to the Director, Classified Personnel at [mvellanoweth@ovsd.org](mailto:mvellanoweth@ovsd.org) no later than 4:00 p.m. on the day of the scheduled meeting. Comments will be read into the record. For information call (714) 847-2551, extensions 1400 or 1401 or email [mvellanoweth@ovsd.org](mailto:mvellanoweth@ovsd.org) or [meifert@ovsd.org](mailto:meifert@ovsd.org).*

**1. CALL TO ORDER**

**TIME:** \_\_\_\_\_

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.

**5. APPROVAL OF MINUTES – REGULAR MEETING JUNE 11, 2020:** The Personnel Commission will receive the minutes of the June 11, 2020, Regular Personnel Commission Meeting for approval.

**(ACTION)**  
**Pages 1-3**  
**Moved:** \_\_\_\_  
**Second:** \_\_\_\_  
**Vote:** \_\_\_\_\_

**COMMISSION BUSINESS**

**6. CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar:

**(ACTION)**  
**Page 4**  
**Moved:** \_\_\_\_  
**Second:** \_\_\_\_  
**Vote:** \_\_\_\_\_

**A. JOB DESCRIPTION REVIEWS/REVISION:**

**B. RECRUITMENT AND TESTING:**

**ELIGIBILITY LIST(S):** The Personnel Commission will receive the Director's recommendation to certify the following eligibility lists. (*Eligibility lists provided to Commissioners only.*)

**CONSENT CALENDAR CONTINUED:**

**ELIGIBILITY LIST(S):**

- 2020-01 Program Support Specialist

**7. CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for **(INFORMATION)** information the following Classified Activity Lists received by the Board of **Pages 5-8** Trustees for approval at the Ocean View School District, Regular Board Meetings of:

- June 9, 2020 – Exhibit A
- June 23, 2020 – Exhibit B
- July 7, 2020 – Exhibit C

**COMMUNICATIONS**

**8. SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.

**9. COMMISSIONER REPORTS**

**10. DIRECTOR AND STAFF REPORTS**

**11. ADJOURNMENT**

**TIME:** \_\_\_\_\_

**(ACTION)**  
**Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_  
**Vote:** \_\_\_\_\_

*The Ocean View School District Personnel Commission meets on the second Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and are available 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and on the District website, [www.ovsd.org](http://www.ovsd.org).*

*Agenda items must be submitted in writing to the Director, Classified Personnel no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.*

- *Public comments must be emailed to the Director, Classified Personnel at [mvellanoweth@ovsd.org](mailto:mvellanoweth@ovsd.org) no later than 4:00 p.m. on the day of the scheduled meeting. Comments will be read into the records. For information call (714) 847-2551, extensions 1400 or 1401 or email [mvellanoweth@ovsd.org](mailto:mvellanoweth@ovsd.org) or [meifert@ovsd.org](mailto:meifert@ovsd.org).*

*Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400, 1401, or [mvellanoweth@ovsd.org](mailto:mvellanoweth@ovsd.org) or [meifert@ovsd.org](mailto:meifert@ovsd.org) at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1)*

**OCEAN VIEW SCHOOL DISTRICT**  
**Regular Personnel Commission Meeting Minutes**

**June 11, 2020**

**4:30 p.m.**

**Zoom Meeting Link:** [www.ovsd.org/pcmeeting](http://www.ovsd.org/pcmeeting)

<b>CALL TO ORDER</b>	Commissioner Bidnick called the June 11, 2020, Regular Personnel Commission Meeting to order at 4:30 p.m. via Zoom Meeting.
<b>PLEDGE OF ALLEGIANCE</b>	Commissioner Ewing led the pledge of allegiance.
<b>ROLL CALL</b>	Personnel Commissioners Lance Bidnick, Bob Ewing, and Daniel Gooch were present.
<b>STAFF MEMBERS PRESENT</b>	Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst; Bophary Ngin, Personnel Technician
<b>PUBLIC COMMENTS</b>	There were no comments from the public.
<b>MINUTES OF MAY 27, 2020</b>	Motion by Commissioner Ewing to approve the minutes of the May 27, 2020, Regular Personnel Commission meeting.  Seconded by Commissioner Gooch, and carried with a 3:0 vote.
<b>CONSENT CALENDAR</b>	There were no items brought forward for approval on the consent calendar.
<b>CLASSIFIED ACTIVITY LISTS</b>	The Personnel Commission received for information only, the Classified Activity List that was presented for approval at the Board of Trustees meeting of May 19, 2020.
<b>PROPOSED PERSONNEL COMMISSION MEETING DATES FOR 2020-2021</b>	Motion by Commissioner Ewing to approve the Proposed Personnel Commission Meeting Dates for 2020-2021.  Seconded by Commissioner Gooch and carried with a 3:0 vote.
<b>SECOND PUBLIC COMMENTS</b>	Phi Tran, C.S.E.A. Liaison to the Personnel Commission, informed the Commission that the last chapter meeting of the school year will be June 16, 2020, and they are expecting a good turnout. Some informative trainings relating to classified jobs have been developed and will be available to chapter members. Mr. Tran congratulated all of the retirees. He stated that it has been a turbulent and challenging year, but it has created a lot of new opportunities for solutions that some people did not think would be possible. He is very proud of what has been accomplished, and of all the partnerships that have been established and made stronger during this pandemic. He also thanked the Personnel Commission for their support and wished everyone a safe and healthy summer break.

**COMMISSIONER  
REPORTS**

Commissioner Ewing visited Village View school earlier in the day, to participate in the weekly flag and patriotic ceremony, but mentioned that today his daughter, Elizabeth Carr, School Office Manager, was also recognized as a Classified School Employee of the Year nominee. He reminded everyone that the next meeting of the Personnel Commission is scheduled for July 16, 2020.

Commissioner Gooch mentioned that as he was looking over the minutes in preparation for the meeting, it occurred to him again that the efforts, not only from the PC staff but from the entire school district, during these irregular times is extraordinary. He has spoken to the Superintendent about this and feels it is remarkable that not only are we continuing to educate the students, but also feeding them and doing other extra things and he appreciates it.

Commissioner Bidnick congratulated Michelle Eifert for twenty years of service. He also congratulated all of the District staff for making it through the end of the school year. It has been such a difficult year especially with the stay at home orders that came about. He wished everyone the best of luck with the summer and upcoming school year.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth confirmed that the next Personnel Commission meeting is scheduled for July 16, 2020. She congratulated all of the classified, certificated, and management employees that were recognized for their retirements and years of service. She wished Commissioner Ewing an early happy birthday. She thanked and acknowledged District leaders, Ocean View families, and employees for working together to navigate the difficult times over the past few weeks. She noted that with the pandemic, school closures, budget uncertainties, protests, and other events unfolding relating to the death of George Floyd, that this has been a lot for everyone to cope with. She wanted to acknowledge how well everyone has been dealing with that and working together to make sure that the education of our students continues and that we can build confidence, compassion, and enthusiasm in our students throughout these trying times.

Director Vellanoweth also informed the Commissioners that the Personnel Commission budget was signed by the Superintendent and has been forwarded to the County. There will be a public hearing and adoption for the District budget on June 23, 2020. As we near the end of school on June 18, 2020, there will be events at several of the elementary sites. All eighth grade students were given yard signs acknowledging their promotion to high school and each of the middle schools will be having a virtual promotional experience for their students and families. The Board Members and Superintendent have created a video message that will be part of that presentation.

**DIRECTOR AND  
STAFF REPORTS  
(CONTINUED)**

As we look forward to summer, the District will be continuing with a summer meal program, grab-and-go breakfast and lunch meals at Oak View and Westmont. The Special Education program will be continuing through the Extended School Year and will be held virtually using the distance learning platform that has been used through the end of school. The District's Kid's Club program will be opening and offering some sessions this summer at Hope View. There have been many meetings and discussions about preparing for the next school year and what our learning model will be, whether it be a virtual model, a traditional model, or a hybrid model. Parents have been recently surveyed about what their preferences are and those responses will be taken into consideration.

As for recruitment and testing plans, the Personnel Commission office has been working safety protocols so we can bring candidates in to resume in-person written exams. As you can imagine, it is quite complicated, and above all we want to ensure that staff and candidates are safe and healthy while still being able to participate in that process. Director Vellanoweth wished everyone a happy summer.

**ADJOURNMENT**

Commissioner Bidnick asked for a motion to adjourn.

Motion by Commissioner Gooch to adjourn the meeting.

Motion was seconded by Commissioner Ewing and carried with a 3:0 vote at 4:48 p.m.

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Michelle Vellanoweth, Director, Classified Personnel  
Secretary to the Personnel Commission

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Date

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Eifert  
Personnel Assistant  
**DATE:** August 13, 2020  
**SUBJECT: Agenda Item No. 6B.: ELIGIBILITY LIST(S)**

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## Background Information

The following eligibility list(s) are forwarded for approval. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. (Eligibility Lists to Commissioners only).

- 2020-01 Program Support Specialist

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## Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2020-01.

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** August 13, 2020

**SUBJECT: Agenda Item No. 7: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

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## Background Information

At the Ocean View School District, Regular Board Meeting(s) of:

- June 9, 2020 (Exhibit A)
- June 23, 2020 (Exhibit B)
- July 7, 2020 (Exhibit C)

The Board of Trustees received the above Classified Personnel Activity List(s) for approval.

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

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## Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of June 9, 2020, June 23, 2020, and July 7, 2020.



OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 June 9, 2020

**Approve Separation – Resignation**  
**In accordance with Merit System Rules 8.1 to 8.6:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Landero, Everardo	ALC Attendant	Vista View	09/07/16	05/11/20
Lodge, Kaitlyn	Instructional Assistant – ABA	Lake View	03/11/19	06/18/20
Rivas, Christian	HVAC Mechanic	Facilities	01/24/18	05/26/20

**Approve Retirement**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Reeser, Debra	Instructional Assistant – Special Education	Westmont	11/08/04	06/18/20
Sapia, Susan	Instructional Assistant – Severely Disabled	Harbour View	08/25/00	06/18/20

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 June 23, 2020

**Approve Employment**  
**In accordance with Merit System Testing Procedures:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Wilson, Taylor	Custodian	Lake View	\$19,853 per hour	28.1	05/28/20

**Approve Separation – Release Within Probation**  
**In accordance with Merit System Rules 8.1 to 8.6:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Kocher, Jamie	Custodian	Mesa View	03/17/20	06/02/20

**Approve Separation – Resignation**  
**In accordance with Merit System Rules 8.1 to 8.6:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Edgebrecht, Jessica	Child Care Attendant	Hope View	09/06/17	08/15/19
Mejia, Maura	Instructional Assistant – Special Education	Mesa View	02/14/19	06/18/20
Owens, William	Instructional Assistant - ABA	Circle View	01/27/20	06/05/20
Pritchard, Nancy	Instructional Assistant	Circle View	09/17/12	06/18/20
Ziniti, Celine	Instructional Assistant – Severely Disabled	Mesa View	03/13/18	05/27/20

**Approve Retirement**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Atchison, Susan	Accounting Technician	District Office	10/18/99	07/05/20
O'Connor, Gayle	Lead Food Service Worker	Lake View	01/07/02	06/18/20

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 July 7, 2020

Approve Separation – Resignation  
 In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Castillo, Guadalupe	Instructional Assistant – Bilingual	College/Spring View	03/06/03	06/18/20
Tapia, Jasmine	Instructional Assistant	Oak View Preschool	10/23/17	05/25/20